

Fleet Management Vehicle Accident/Incident Process

Regardless of the circumstances or extent of damage, any accident or incident involving a motor vehicle used for official state business must be handled as follows:

Driver's Responsibilities

At the scene:

1. Take necessary steps to protect yourself from further injury.
2. Assist any injured party, giving only the first aid you are qualified to provide.
3. Immediately call 911 for medical assistance if needed.
4. *On campus*, immediately notify Georgia Tech Campus Police by calling (404) 894-2500.
5. *Off campus*, immediately notify the proper law enforcement agency having jurisdiction, such as local police department, local sheriff department or state patrol by calling 911.
6. Cooperate with local law enforcement. Provide factual information, limiting responses to questions asked.
7. Provide factual information about yourself and the Institute's vehicle to the other driver(s), e.g., name, agency, phone number, vehicle identification number (VIN), etc.
8. Obtain needed information from other driver(s). Identify witnesses and obtain addresses and phone numbers. Take photos of the accident scene and vehicles involved.
9. Do not discuss your actions with parties other than law enforcement. **Do not admit fault.**
10. Collect all required information necessary to complete the Net Claims Report. This includes the case number for the police report.
11. If the vehicle is not drivable. Contact the GT Fleet Services department at 404-385-4232 or the ARI Afterhours Hour Roadside Assistance at 1-800-227-2273.
12. Report the accident/incident to DOAS Net Claims Accident Hotline at 1-877-656-7475 and your supervisor as soon as possible.

Afterwards:

1. DOAS will set up the claim and may assign an appraiser after Net Claims report is completed.
2. The vehicle will need to be delivered to Fleet Services for three estimates utilizing alternative parts. The vehicle is placed out of service until repairs are complete.
3. Driver / supervisor will provide Fleet Services with a copy of the police report.

Supervisor's Responsibilities within 24 hours:

1. Verify driver completed the above responsibilities.
2. Agree or disagree that the driver was acting within his/her scope of duties as an employee, student, etc.
3. Provide a completed and signed copy of the USG Motor Vehicle Use Program Supervisor's Accident Follow-Up Checklist.
4. Provide the driver's current USG Motor Vehicle Use Acknowledgement and Driver Notification forms.
5. Submit the completed document package to gtfleet@gatech.edu or service request at <http://fm-fasweb.ad.gatech.edu/FASuiteProdWeb/>



Links/ PDF

[Vehicle Accident Report Form](#)

[USG Motor Vehicle Use Acknowledgement form](#)

[USG Driver Notification form](#)

[USG Supervisor's accident follow up check list](#)